

# LAKE HAVASU CITY, ARIZONA

## CLASS SPECIFICATION

**CLASS TITLE: Field Supervisor**

<b>BAND</b>	<b>GRADE</b>	
<b>NE</b>	<b>621</b>	
<b>DEPARTMENT:</b> Varies	<b>ACCOUNTABLE TO:</b> Maintenance or Utility Supervisor	<b>FLSA STATUS:</b> Non-Exempt
<b>CLASS SUMMARY:</b> Incumbents are responsible for the supervision of the daily operations of their assigned area, typically a major facility or location or over multiple functions/locations. Duties include: conducting and signing employee evaluations; scheduling projects and work assignments; developing operational programs; collecting information and notifying contractors, engineers, developers and vendors about projects; reviewing applications and designing as-builts.		
<b>DISTINGUISHING CHARACTERISTICS:</b> This is the fourth level of a five level maintenance and/or utility series. The Field Supervisor is distinguished from the Maintenance and/or Utility Supervisor in that the Maintenance/Utility Supervisor has full supervisory responsibility over all subordinate employees and assigned work unit operations.		

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	<b>FRE-QUENCY</b>	
1.	Supervises personnel which includes planning and supervising projects; training employees on proper methods and procedures; scheduling, assigning and evaluating work; approving time off; conducting safety meetings; and, inspecting projects in area of assignment.	Daily	
2.	Implements goals and objectives of the department by enforcing City policies and regulations, evaluating operations, making recommendations for improvements or changes, coordinating activities with other departments and agencies, planning projects, preparing bid specifications, reviewing bid applications, and assisting in budget preparation.	Daily	

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3.	Supervises and assists in installations and repairs on irrigation equipment; locating water lines; collecting monthly water samples; monitoring and adjusting treatment processes; maintaining pump operations and gas engines; installing fire hydrants and fire lines; flushing systems; repairing fire hydrants; repairing, installing and/or replacing valves; investigating water leaks; repairing water mains and booster wells; and installing service from water main to meter.	Varies	
4.	Supervises and assists in the repair of streets, parking lots and curb gutters by sealing, patching, filling cracks and painting; setting forms and pouring concrete for sidewalks, curbs, driveways, washes and handicap ramps; installing and replacing traffic signs; laying-out permanent markings; grading areas to specifications; and performing traffic control.	Varies	
5.	Supervises and assists in performing standard construction activities to include marking as-builts for projects, and performing plumbing repairs, drywall repairs, painting, welding, fabrication, replacing lighting fixtures, carpentry work and roofing activities.	Varies	
6.	Supervises the daily inspections of various water and/or electrical equipment and station locations by checking and recording levels and making proper adjustments.	Varies	
7.	Supervises and assists with installation and repairs on wastewater systems by installing sewer taps, repairing main lines, rehabilitating manholes and ensuring employees follow proper shoring and confined space regulations and practices.	Varies	

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8.	Supervises and assists with maintenance activities on collection and treatment equipment by performing repairs, lubricating equipment, televising collection lines, calibrating equipment, and interpreting chemical analysis.	Varies	
9.	Supervises and assists with duties in the maintenance of parks and fields by maintaining and adjusting sprinkler systems; installing and repairing sound and light systems; maintaining pools and related equipment such as lighting, pumps and filters; making repairs to building electrical, plumbing and water systems; preparing sport fields; and maintaining turf areas.	Varies	
10.	Supervises and assists with landscaping and gardening duties by diagnosing problems with plants and prescribing proper treatments or solutions.	Varies	
11.	Collects and verifies information from the public, contractors, engineers, developers and vendors; receives complaints from public; and, notifies required parties of work activities.	Varies	
12.	Completes work orders, orders supplies and other materials; picks-up supplies and materials.	Varies	
13.	Completes and maintains required records and reports which includes updating project files, coding and tracking expenditures and informing manager of daily departmental activities.	Daily	
14.	Performs other duties of a similar nature or level.	As Required	

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**Knowledge** (position requirements at entry):

Knowledge of:

- Administration principles, including implementing goals and objectives, planning projects and coordinating activities;
- Supervisory principles including training, scheduling, assigning and evaluating work;
- Methods, materials and equipment used in construction, landscaping, and street maintenance;
- Irrigation and water treatment and production systems;
- Basic construction methods, including electrical systems, pipefitting, welding and fabrication and masonry;
- Safety precautions;
- Laws, regulations and ordinances governing area of assignment such as traffic laws, blue stake laws, OSHA regulations, etc;
- Plant types and diseases;
- Sampling and collection procedures.

**Skills** (position requirements at entry):

Skill in:

- Coordinating and supervising multiple projects;
- Monitoring and evaluating staff;
- Maintaining and repairing equipment;
- Using hand and power tools;
- Using testing equipment;
- Reading and interpreting blueprints;
- Performing mathematical calculations;
- Performing construction related activities;
- Operating various equipment related to area of assignment;
- Performing traffic control;
- Performing landscape activities;
- Installing and repairing irrigation, water and sewer systems;
- Using and storing chemicals, herbicides and pesticides;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Training and Experience** (position requirements at entry):

High School diploma or General Equivalency Diploma (G.E.D.) supplemented by coursework related to supervisory principles and seven years of experience performing work in water, wastewater, street maintenance, or parks and maintenance including one year of working in a lead capacity; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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**Licensing Requirements** (position requirements at entry):

Positions require:

- Valid Arizona Driver's License.

Positions require the following certifications depending on assignment as follows:

Parks Division

- Arizona Structural Pest Control Certified Applicators License;
- Arizona Structural Pest Control Qualifying Party;
- Certified Arborist

Water Division – Distribution System

- Water Distribution III Certification.

Water Division – Production Facility

- Water Distribution or Treatment III Certification.

Water Division – Treatment Plant

- Water Treatment IV Certification.

Wastewater Division – Collections

- Wastewater Collections III Certification.

Wastewater Division – Maintenance

- Wastewater Collections or Treatment III Certification.

Positions may also require one or more of the following licenses depending on area of assignment:

- Confined Space/Training and Shoring Certification;
- Valid State of Arizona Driver's License with Commercial Endorsement and/or Hazardous Materials Endorsement;
- Forklift Certification;
- Flagger's Certification;
- Hazardous Materials Certification.

**Physical Requirements:**

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

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<b>Classification History:</b>
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Draft prepared by Human Resources/Risk Management (jls)
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